



Boyd K. Rutherford  
Lt. Governor

Larry Hogan  
Governor

Sam Abed  
Secretary

September 23, 2016

17-MX-009 / MDV0031028964  
Furnish and Install Tankless Hot Water Heaters at  
Lower Eastern Shore Children's Center  
405 Naylor Mill Road, Salisbury, Maryland 21801

**SMALL BUSINESS RESERVE**

Dear Potential Bidder:

The Maryland Department of Juvenile Services, an Executive Department of the State of Maryland, hereinafter called "the Department," "Juvenile Services," or "DJS," is soliciting Invitation for Bids (IFB) for Furnish and Install Tankless Hot Water Heaters at Lower Eastern Shore Children's Center, 405 Naylor Mill Road, Salisbury, Maryland 21801.

This is a Small Business Reserve procurement for which award is limited to certified small business vendors. Only businesses that meet the requirements set forth in State Finance and Procurement Article, §§ 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award.

The Contract award will be made under Small Procurement Regulations COMAR 21.05.07.

You may obtain this solicitation document by going to the eMaryland Marketplace website [www.emaryland.buyspeed.com](http://www.emaryland.buyspeed.com). Click on "Contract & Bid Search", click on "Bids", populate "Bid #" field with Open Market bid number MDV0031028964 and click on "find it", the solicitation will be reflected at the bottom of page under "Results" to download the solicitation. You may also go to the DJS website at [www.djs.maryland.gov](http://www.djs.maryland.gov).

If you have any questions, please submit them by email to Robert Gay, Procurement Officer, as soon as possible at [Robert.gay@maryland.gov](mailto:Robert.gay@maryland.gov).

You must be registered with eMaryland Marketplace (EMM) in order to participate in this solicitation and receive an award. For information on registering please contact the Department of General Services, (410) 767-1492 or at [dgs.emaryland@maryland.gov](mailto:dgs.emaryland@maryland.gov).

A Pre-Bid Conference followed by Site Visit will be held on October 5, 2016 at 10:00 AM at Department of Juvenile Services, Lower Eastern Shore Children's Center, 405 Naylor Mill Road Salisbury, Maryland 21801. Bidders are encouraged to attend as they will be permitted to examine the work site and obtain answers or clarifications of the specifications and special requirements of working in a secure environment. It is the sole responsibility of the Bidder to familiarize themselves fully with the contents of the specifications of this solicitation. Failure to attend the pre-bid and site visit does not relieve the successful Bidder from the obligation to comply with all aspects of this Bid package for the amount specified in the bid.



Bids in response to this solicitation must be submitted as a lump sum bid as specified in the IFB. Bids must be submitted in a sealed envelope which clearly identifies the contract bid number and contract description. **Bids are due to the Procurement Officer on October 21, 2016 by 1:00 PM** (Local Time) and must be addressed to Robert Gay, Procurement Officer, Office of Procurement, Department of Juvenile Services, One Center Plaza, 120 W. Fayette Street, Rm. 337, Baltimore, Maryland 21201. Late Bids, faxed bids, bids submitted on eMaryland Marketplace and emailed bids will not be accepted.

A Public Bid Opening will be held on October 21, 2016 at 1:00 PM in the 2nd Floor Conference Room at the DJS-Headquarters at One Center Plaza, 120 W Fayette Street, Baltimore, MD 21201.

Minority Business Enterprises (MBE's) and small businesses are encouraged to respond to this solicitation as a primary Contractor and are encouraged to obtain certification.

All questions related to the MBE certification process should be addressed to the Maryland Department of Transportation, Minority Business Enterprises, P.O. Box 8755, BWI Airport, Maryland 21240-8755. You may contact MDOT at 1-800-544-6056 or by e-mail at [www.mdot.maryland.gov](http://www.mdot.maryland.gov).

If the prospective Bidder is a certified minority Contractor, the certification number must be provided on the bid page.

If you do not intend to respond to this procurement, please take a moment to fill out the No-Bid Response Form and submit it to the above email address. This information is used to improve the quality of the Department of Juvenile Services Proposals/Solicitations, and to make the procurement process more responsive and business friendly.

Sincerely,



Robert P. Gay  
Procurement Officer  
Office of Procurement

cc: Bid File

